Wisconsin Department of Transportation

Civil Rights Compliance

Contractor's User Manual

OCIP Only

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CHAPTER 1 INTRODUCTION

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1.1 Overview

The Wisconsin Department of Transportation (WisDOT) has implemented WisDOT Civil Rights Compliance, a state-of-the-art, software application for payment tracking and labor compliance management. This system is designed to fulfill and streamline various federal and state reporting and monitoring requirements.

The system contains two major functionalities:

1. Payment Tracking – tracking and reporting actual payment transactions by prime and subcontractors.
2. Labor Compliance Management – provides electronic certified payroll and fringe benefit reporting by prime contractors and all subcontractors.

1.2 Payment Tracking

The payment tracking functionality is designed to assist contractors and WisDOT to meet the reporting requirements of 49 CFR, Part 26.37. The web based system allows WisDOT to track all actual payments made to contractors. The payment tracking functionality facilitates this by allowing each contractor to manage its payment reporting independently on a contract-by-contract basis.

Payment tracking, combined with the labor compliance management, is simple, easy to use, and cost effective methodology. Through the use of industry standard navigation techniques, drop down menus, pop up calendars and easy to understand information boxes, the reporting payment transaction is easily accomplished.

Prime contractors are required to report the information on payments made to all first-tier subcontractors and all DBE subcontractors utilized on the project. Subcontractors are responsible for confirming the payment they received from the prime contractor. Payment reports that relate to individual contractors are also available through the system.

1.3 Labor Compliance Management (LCM)

The web-based LCM function is designed to streamline the reporting and monitoring process of state and federal prevailing-wage laws, including the Davis-Bacon Act. The LCM functionality collects electronic collection of certified payroll data and automatically verifies it against applicable prevailing wage rates. LCM reporting and monitoring platform enables contractors to interface with WisDOT, and vice versa, in a secure environment.

The unique feature of the LCM functionality enables it to collect certified payroll data directly from the output file from a contractor's payroll system. Therefore, it significantly reduces the burden of the reporting requirements for contractors and subcontractors. It also provides web-based reporting forms for those contractors who currently may not use an electronic payroll system in-house. By utilizing the data collected, the system will automatically generate monthly reports including workforce utilization, geographical utilization, Journey Worker-Apprentice Ratio and other applicable reports.

1.4 Suggested System Requirements

Although contractors can connect to WisDOT Civil Rights Compliance from any computer with Internet access, we recommend the following minimum requirements.

Processor: Pentium® III 933 MHz

Operating System: Windows® XP

Hard Disk: 500 MB free

RAM: 256 MB

Display: Super VGA (800x600) or higher resolution monitor

Web Browser: Internet Explorer 6.0

Internet Connection: 56,000 bps or faster modem, ISDN, DSL or LAN connection

CHAPTER 2 GETTING STARTED

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2.1 Recommended Internet Settings

Before using the application, we recommend that users update their Internet Explorer settings in order to improve and facilitate the use of the application.

Pop-Up Blockers

The WisDOT Civil Rights Compliance application uses pop-up windows. In order to use the application, you may need to alter your pop-up blocker. TRS recommends adding the following website to the allowed list in the pop-up blocker settings: https://www.trsconsultants.com.

Cache Settings

TRS recommends that users change the cache setting to prevent web browsers from displaying "cached" (old) information.

To edit these settings:

1. Open Internet Explorer.
2. From the "Tools" menu, select "Internet Options" to open the Internet Options window (Figure 1).
3. In the Internet Options window, select "General Tab" (Figure 2). From the select "Temporary Internet files" section select "Settings" to open the Settings window (Figure 3).
4. Verify that the setting for "Check for newer versions of stored pages:" is set to "Every visit to the page." If not, select this option and click "OK"
5. Click "OK" on the Internet Options window to complete cache settings update.

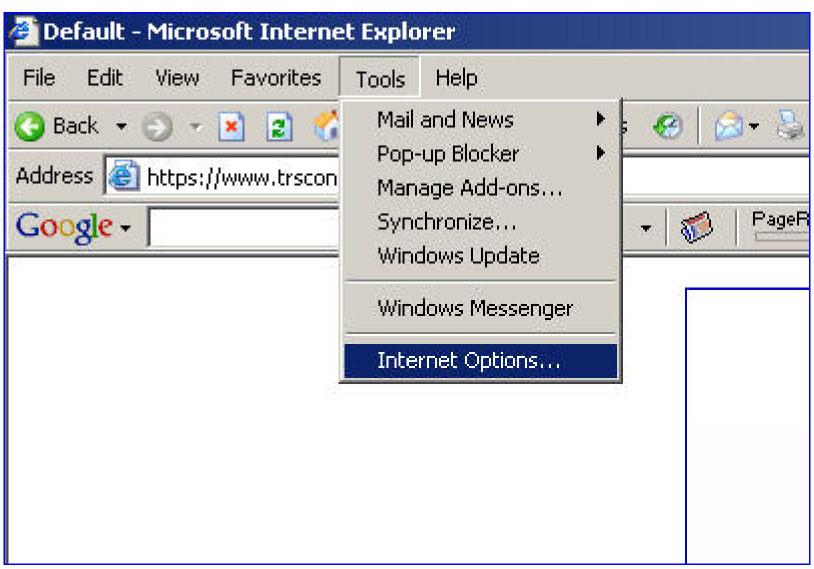

Figure 1 - Tools Menu, Internet Options

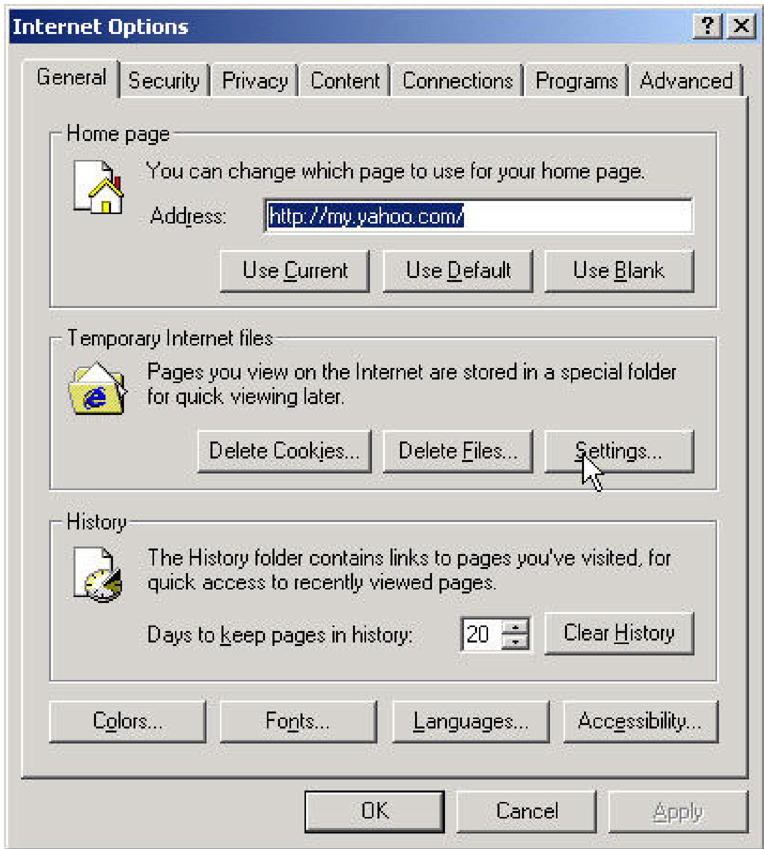

Figure 2 - Internet Options Window

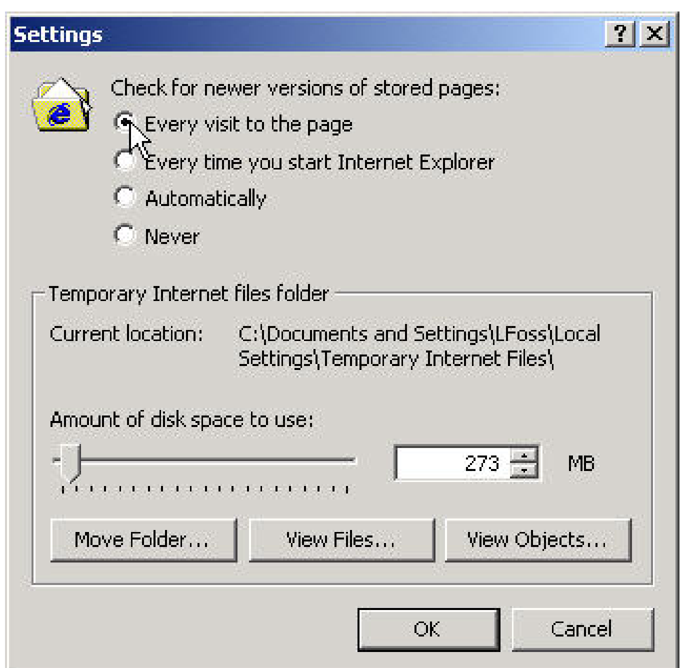

Figure 3 - Settings Window

Spam Blocking E-mails

The application generates emails to notify you of the status of your certified payroll reports as well as update information. If you have a spam blocker, please alter the setting to allow emails from the following addresses:

- No-Reply@trsconsultants.com
- postmaster@trsconsultants.com
- Tess.Mulrooney@dot.state.wi.us

These individuals are the WisDOT Equal Rights Officers who may be working with you on the project. Until WisDOT expands the system to include more projects, you are likely to only work with one of them for now.

- Timothy.Alston@dot.state.wi.us
- Lori.Nelson@dot.state.wi.us
- Kathleen.Reed@dot.state.wi.us
- Lynn.West@dot.state.wi.us
- Laurie.Dolsen@dot.state.wi.us

Security Settings

TRS recommends adding the website address to the user's "Trusted Sites" list on their computers. This will help the website load more quickly.

To edit the security settings:

1. Open Internet Explorer.
2. From the "Tools" menu, select "Internet Options" to open the Internet Options window (Figure 1).
3. In the Internet Options window click on the "Security" tab (Figure 4).
4. Click on the "Trusted Sites" icon and then click on the "Sites…" button to open the Trusted Sites window (Figure 4).
5. Type in the LCM website address, https://www.trsconsultants.com/WisDOT, and click on "Add" and then click on "OK" to return to the Internet Options window (Figure 5).
6. Click "OK" on the Internet Options window to complete the recommended security settings update.

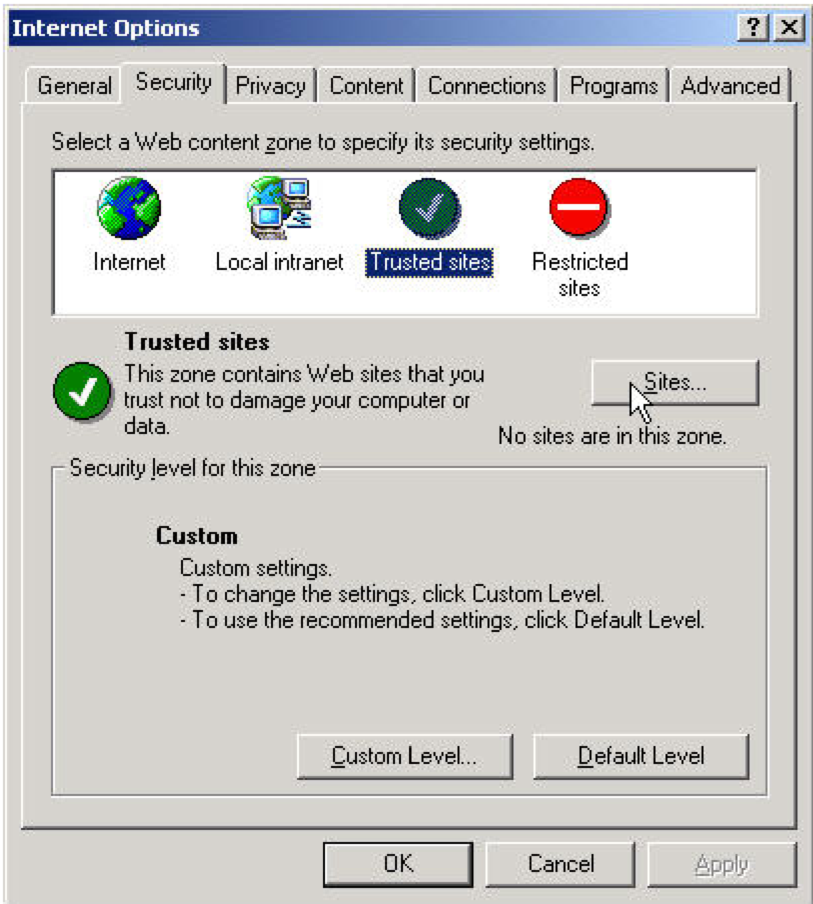

Figure 4 - Internet Options Window, Security Tab

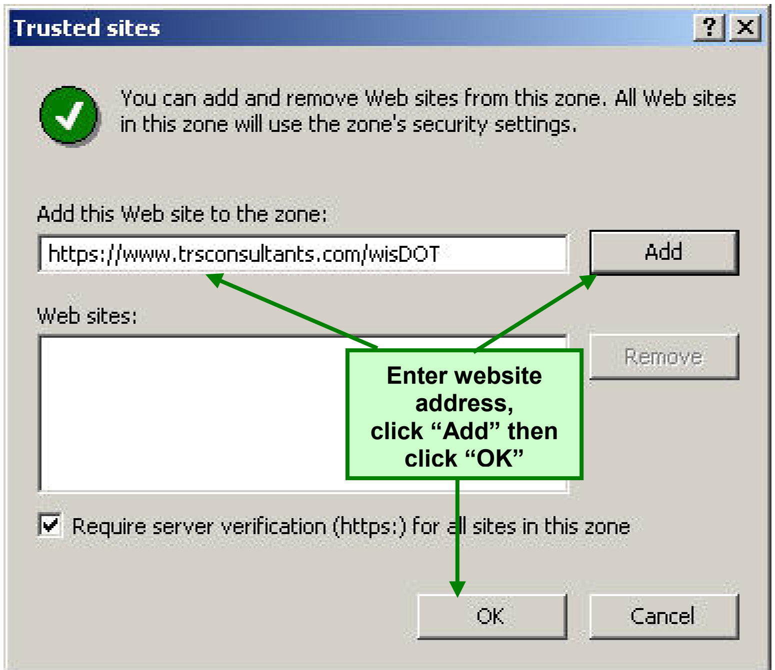

Figure 5 - Trusted Site Window

2.2 Registering with WisDOT Civil Rights Compliance

All contractors who may perform work or provide services on WisDOT projects are required to register annually. Online registration must be completed before contractors can begin using the WisDOT Civil Rights Compliance System.

In addition, contractors assigned to a WisDOT project will have additional reasons to use this application. Any firm providing labor on the project must also report payrolls. All first-tier subcontractors and all DBE firms must also acknowledge payments to ensure prompt payments are occurring.

To complete this process:

1. Type the following address into the Internet Explorer browser address bar: https://www.trsconsultants.com/WisDOT/. This will direct the Explorer to the home page for WisDOT Civil Rights Compliance (Figure 6).

   Note: You may also use this web site to log in to the system. Once registered, just click "Log in" and it will direct your browser to the log in screen.

2. Select "Registration" to continue. This will take the browser to the first registration screen.

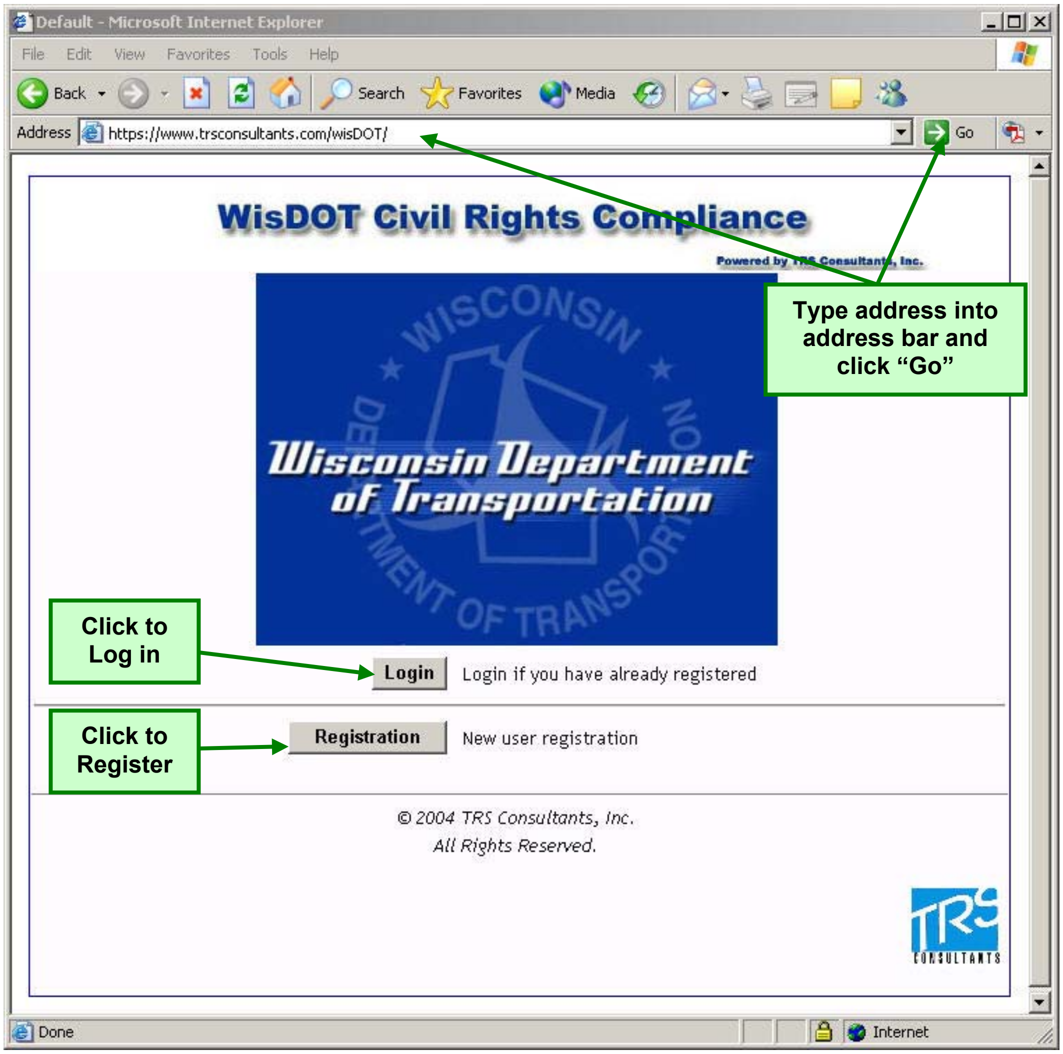

Figure 6 – WisDOT Civil Rights Compliance Home Page

3. The Registration information requested on the first registration screen is divided into two sections (Figure 7).

- Company Profile

    Note: Provide the zip code prior to indicating the city and state. If the zip code is within the State of Wisconsin, then the application will default to the associated city and state. If the zip code is unknown, you will be asked to supply the city and state.

- Contact information

    Note: The company contact is the individual who will be using or administering the use of WisDOT Civil Rights Compliance. All registration correspondence and update information will be directed to this individual at the email address provided in this section. In the future, requests to provide quotes on projects may be directed to this individual as well.

  All mandatory fields are shaded yellow. Complete all of the mandatory information on this screen and click "Next." Your web browser will now be directed to the second registration screen.

    Note: The Address field shall include the street address and the Address Continued field shall contain Suite #, Unit #, etc. If providing a P.O. Box, be sure to include "P.O. Box…" in the field.

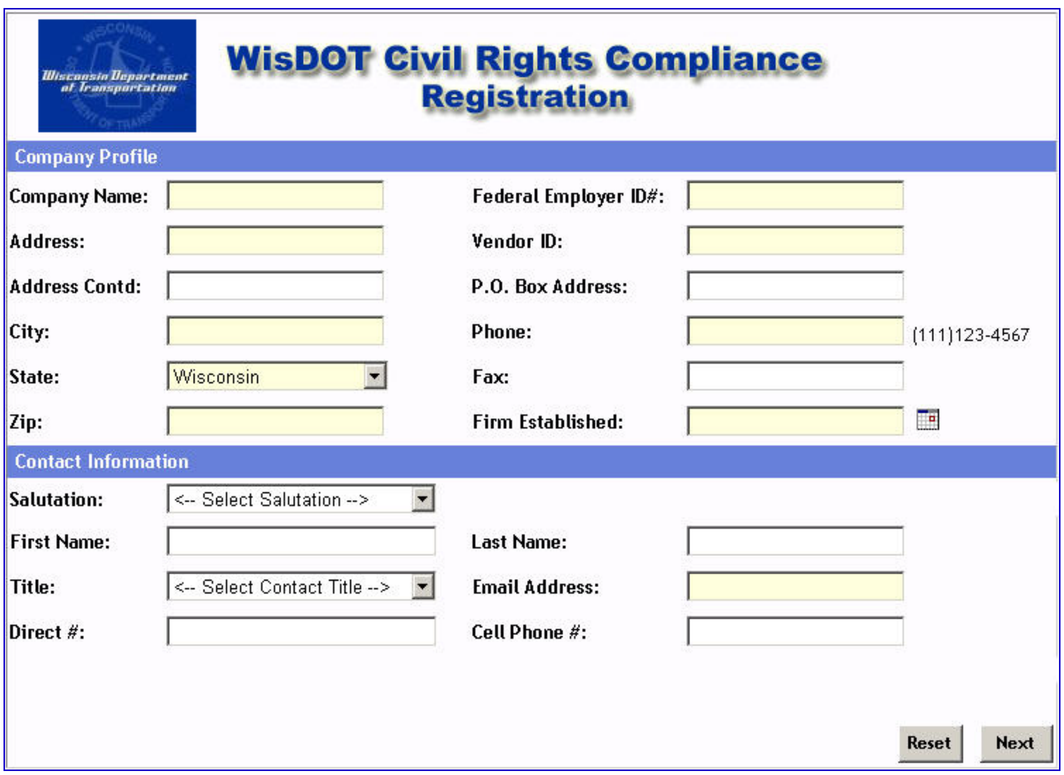

Figure 7 - First Registration Screen

4. The second registration screen is divided into two sections (Figure 8).

- Company Information
    - Business Structure
    - Business Type

- Business Role (for work in Wisconsin)
- Work Classifications (for work in Wisconsin)

- Certified DBE Information – if you select "Yes", you will be asked additional information about the company's gross revenue.

  Click "Next" to continue to the final step in the registration process.

WisDOT Civil Rights Compliance Registration

Company Information

Business Structure: Corporation / Limited Liability Company / Partnership / Limited Liability Partnership / Joint Venture / Sole Proprietorship / Other

Business Type: Consultant / Contractor / Trucker / Supplier / Manufacturer / Other Services Type

Business Role (Check all that apply): Prime Contractor / Subcontractor / Consultant / Supplier / Material Supplier / Service Operator

Work Classifications (Check all that apply): Landscaping / Concrete / Asphalt / Consultant / Culverts / Grading / Bridge Painting / Lighting/ Signals / Materials Supplier / Pavement Marking / Railroad Construction / Sewer/ Utility / Structures / Survey / Traffic Control/ Signing / Trucking / Miscellaneous

Certified DBE Information

Is Your Company a Certified DBE: Yes / No

Reset | Back | Next

Figure 8 – Second Registration Screen

Note: Consultants to WisDOT who will only be using the application to submit OCIP payroll reports must indicate that they are a "Consultant" under the Work Classification heading.

5. The third registration screen is the final step in the registration process. This screen is divided into two sections (Figure 9).

- Declaration – certification that the information provided on previous screens is correct
- Log in Information – select the e-mail address and password that will be used to log in to WisDOT Civil Rights Compliance in the future. This individual will receive frequent e-mails from the system about the status of payrolls, so the individual would likely be an office manager or payroll coordinator.

Note: Passwords may be alphabetic, numeric, or alphanumeric. They are required to be at least three characters long.

After filling out this information, click "Submit" to complete the registration process. You will immediately be able to log in to the application.

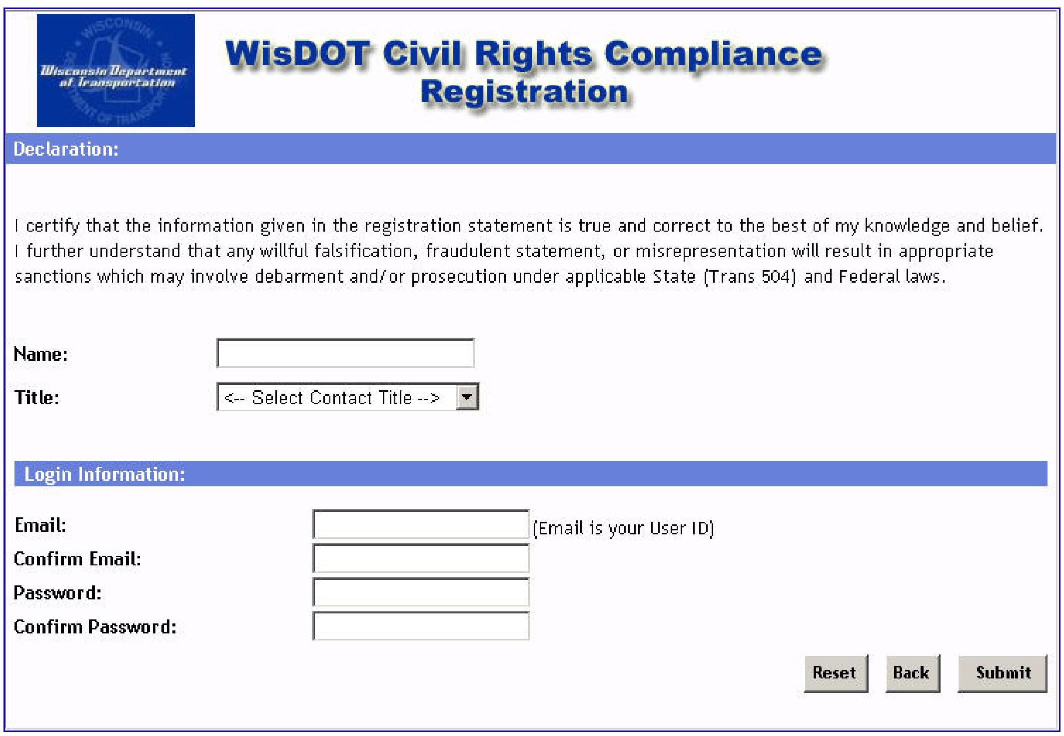

Figure 9 – Third Registration Screen

2.3 Logging in to WisDOT Civil Rights Compliance

Open the Internet browser and type in the following website url in the address bar and click the log in button (Figure 6): https://www.trsconsultants.com/WisDOT/

Enter the User ID and Password into the fields listed and click “Submit” (Figure 10).

> ***Note: If you have just registered, these fields should contain what you entered under Log in Information (Figure 9).***

Figure 10 - Log in Screen

2.4 Selecting a Project

When you log in to the application, you will see a list of your projects on the left hand side of the screen. You may also see red informational messages about payments or OCIP reports.

You can select a project by clicking on the name of the project from the list (Figure 11). The project name will then turn red and additional menu options will appear. Clicking on the project name will clear the informational messages and display the CPR Log screen.

Occasionally contractors are assigned to a project multiple times either by a single contractor or by multiple contractors. In this case, clicking the project name will expand the list and show each assignment to the project identified with the name of the contractor assigning your firm.

If the same contractor were to assign your firm multiple times, then each assignment will be given a number (0001, 0002, etc.)

> ***Note: Contractors at higher tiers must assign subcontractors to the project. When this happens, your firm will receive an e-mail indicating this has taken place. WisDOT then must approve the assignment. If WisDOT has approved the assignment, the project will appear on the list of Active Projects. See Chapter 3 for tasks you may do while the assignment is taking place.***

Figure 11 - Selecting a Project Screen

2.5 Logging out of WisDOT Civil Rights Compliance

You may log out of the WisDOT Civil Rights Compliance System at any time by clicking "Logout" in the upper right hand corner of the screen (Figure 12).

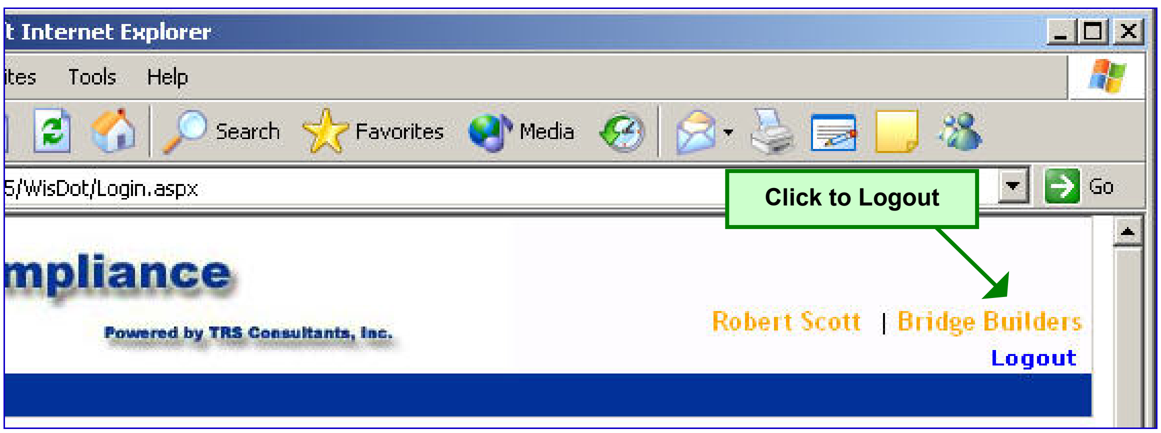

Figure 12 - Logout

CHAPTER 3 COMPANY SETUP

In This Chapter

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3.1 Introduction

There are a number of tasks that contractors should perform in order to setup the application for their company. These tasks include adding users, selecting company crafts, adding employees and adding fringe benefit templates.

Each may be done prior to being assigned to a project. The tasks are described in detail in the following sections.

3.2 Adding System Users

(Admin Users)

There are four defined roles in the application. Each role is responsible for a set of tasks. Each user may be assigned one or more roles. The table below identifies these access levels of each user role.

Table 1 - User Types

Admin Users	Payroll Users	Payment Users	Sublet Users
Add/Edit all user information	Edit own user information	Edit own user information	Edit own user information
Add/Edit employee profiles	Add/Edit employee profiles		
Assign Subcontractors			Assign Subcontractors
Add fringe benefits	Add fringe benefits		
Select Crafts & Classes	Select Crafts & Classes		
Create CPRs	Create CPRs		
Sign and submit CPRs	Sign and submit CPRs		
View own and subcontractor CPRs	View own and subcontractor CPRs	View CPR log	View CPR log
Schedule Suspensions	Schedule Suspensions		
Record and confirm payments		Record and confirm payments	
View OCIP Reports	View OCIP Reports	View OCIP Reports	View OCIP Reports
Create, sign and submit OCIP Reports	Create, sign and submit OCIP Reports		

The user account created during the registration process is an Admin user without Signature Privileges. Before any CPRs can be submitted there must be at least one user with signature privileges. Admin users may either add a signature to their own profile (created during registration) or add an admin user or payroll user with signature privileges. This section will explain how to add a new user; the next section will describe how to edit user profiles which includes adding signatures to existing users.

To add a new user:

1. From the Company menu, select "Add/Edit User" (Figure 13).

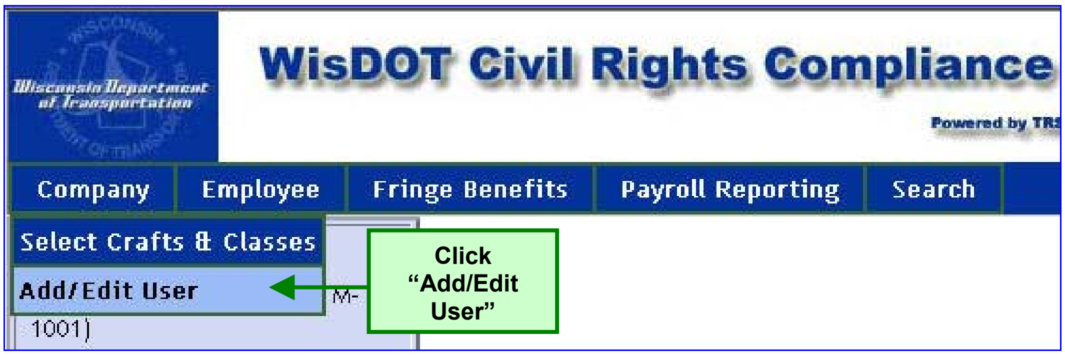

Figure 13 – Add/Edit User Menu

2. This will direct your web browser to the "Add User Screen" (Figure 14). Select all applicable roles. If you choose "Admin," you do not need to select any of the other options since Administrators have complete access to the application.

   Note: The signature option will only appear if "Admin" or "Payroll" is checked (Figure 15). There are no signature requirements for "Payment" or "Sublet" users.

3. Supply a user ID, password, user's full name, and title. These fields are mandatory for all users.

   Note: All User IDs should be e-mail addresses. If the password is lost, the system can send an e-mail to this address.

4. If you are to have signature privileges (Admin or Payroll users only) then a digital image of their signature must be uploaded (refer to Appendix 1 for detailed directions).

- On the add user screen (Figure 15), click the "Browse" button. This will open a new window.
- Locate and select the signature file and click "Open." Note: The file size of the signature file should not exceed 100kb. The full pathname to the file will then appear in the box in front of the Browse button.

5. Users with signatures also need a signature password. To submit any report requiring a signature, the person will be asked to enter this password. We recommend that this password be different from the user's log in password.

6. Once all fields are completed and the signature is uploaded, click “Submit.” The new user will appear on the table of existing users at the bottom of the screen. The new user will immediately be able to log in to WisDOT Civil Rights Compliance.

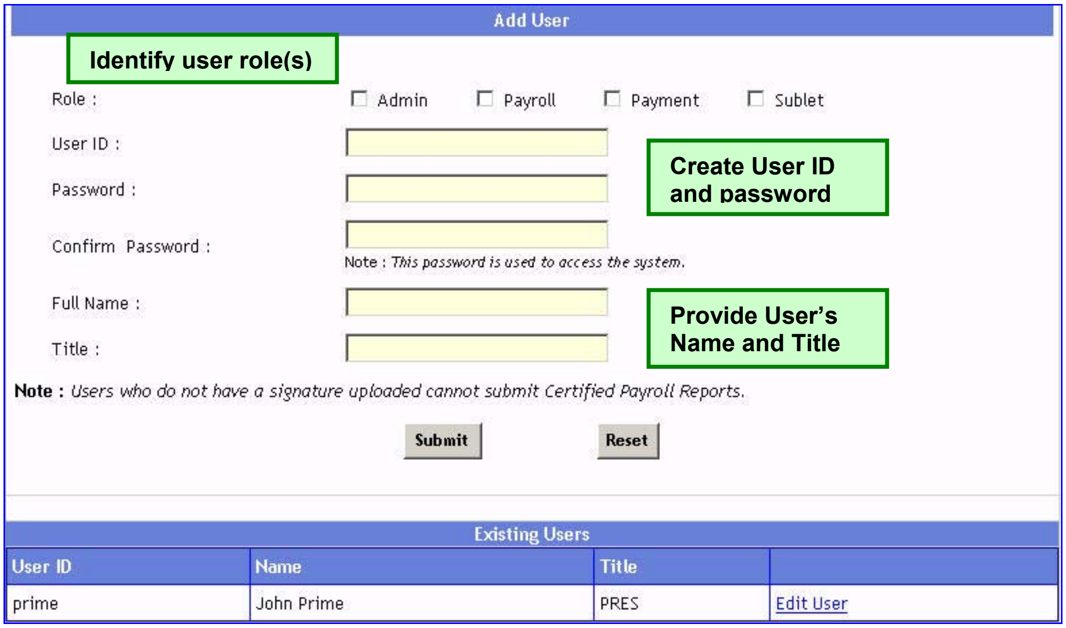

Figure 14 - Add User Screen

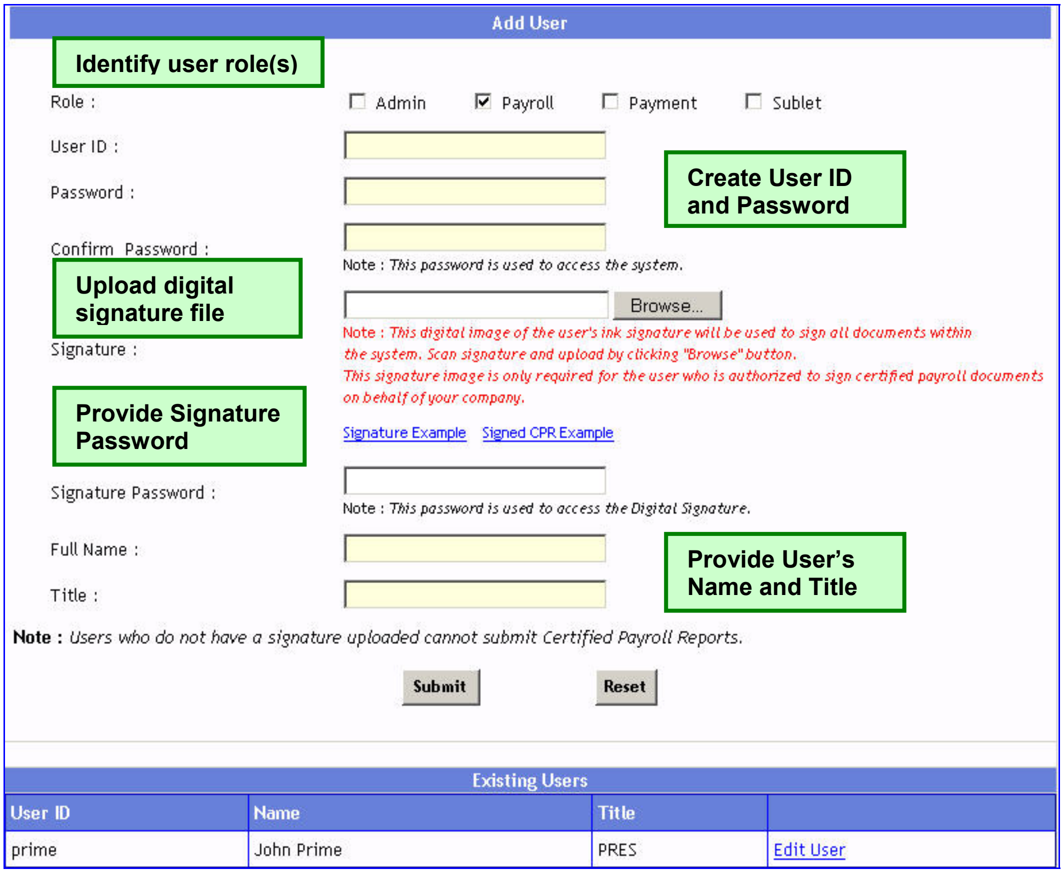

Figure 15 - Add User Screen - Admin or Payroll User

3.3 Edit User Information

(All Users)

Administrators can edit other users' profiles, including their own, while other users may only edit their own information. Additionally, administrators may use this feature to change the role and/or add signature privileges to an existing user.

To do this:

1. From the Company menu bar at the top of the screen, click "Add/Edit user" (Figure 13). (If you are a user who does not have signature rights, proceed to step 3).
2. From the list of Existing Users at the bottom of the screen, select the user whose profile you want to edit and click "Edit User" (Figure 16). This will direct you to the Edit User Screen (Figure 17).

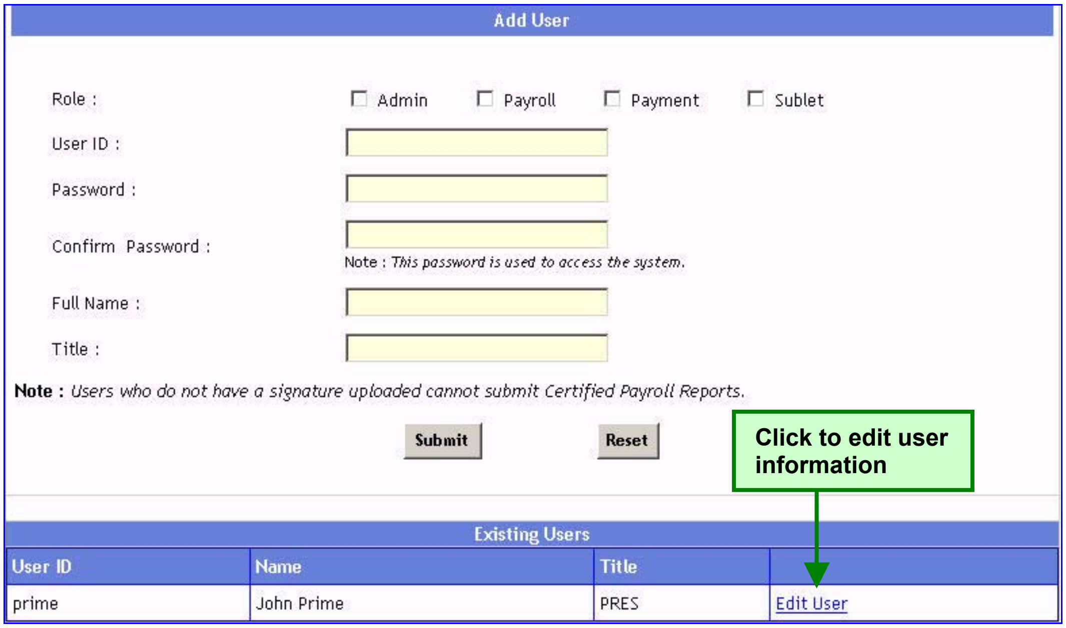

Figure 16- Add User Screen - Edit User

3. The following information can be edited/added (Figure 17, Figure 18, Figure 19):
   - User role (this can only be edited by admin users only)
   - Password
   - A signature image can be added (by admin users only) if no signature exists. Follow the instruction for adding a signature in the previous section.
   - Signature password (for users with signatures)
   - Full name
   - Title

   Note: The user's full name and title will appear on the statement of compliance and, if applicable, OCIP payroll reports.

   Passwords may be alphabetic, numeric, or alphanumeric. They are required to be at least three characters in length.

   User IDs and signature images cannot be edited. If this information changes, someone with an administrator role will need to add a new user.

   If you misplace or forget your password, please refer to Appendix 2 – Customer Support.

Figure 17 - Edit Payment or Sublet User Screen (Signature not Available)

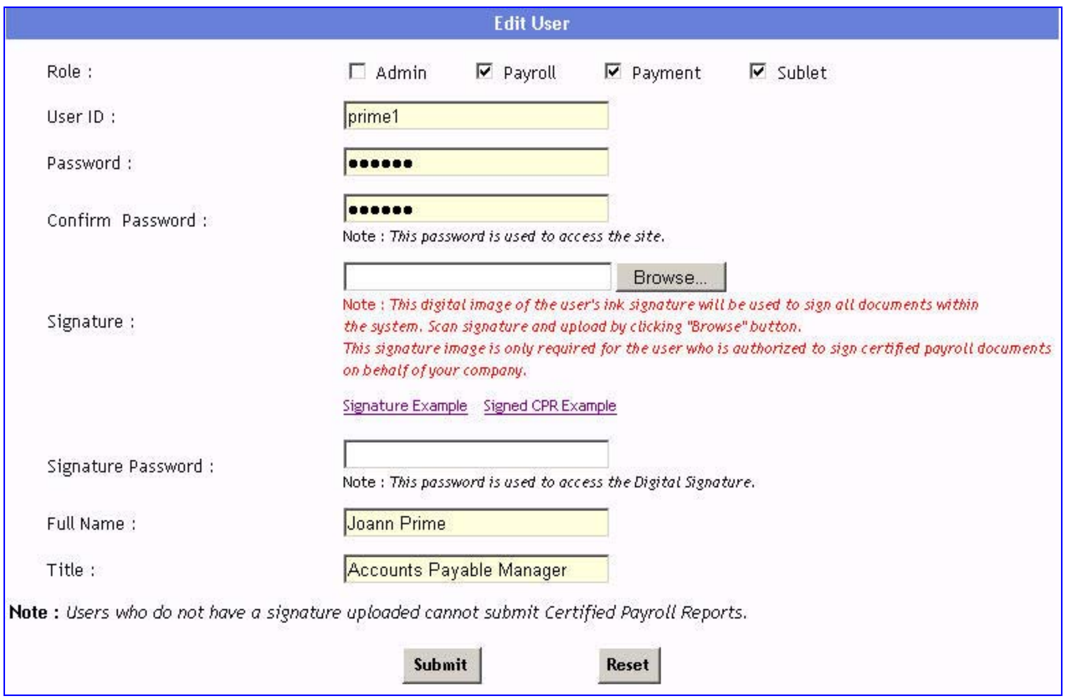

Figure 18 - Edit User - Add Signature Privileges

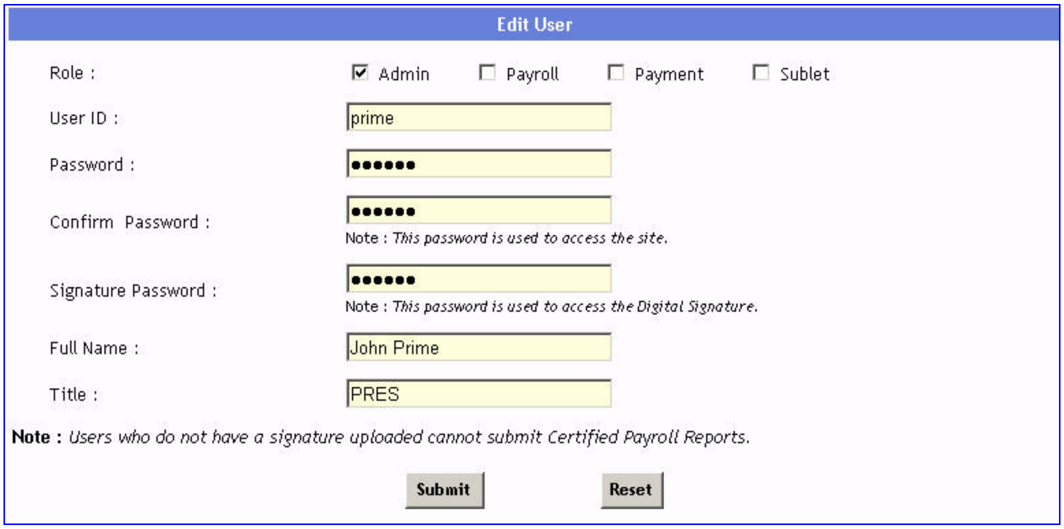

Figure 19

3.4 Assigning Projects to Subcontractors

(Admin and Sublet Users)

The awarding agency or their representative is responsible for assigning projects to prime contractors. A list of all of the contractor's assigned projects is located on the left-hand side of the screen (Figure 20).

All contractors, at every level, must assign their subcontractors to the project. This will enable WisDOT to monitor prompt payments throughout the life of the project. It does include DBE suppliers.

A subcontractor may be assigned to multiple contractors on the same project. This will require certified payrolls for each assignment.

To perform this function:

Select from the list of assigned projects the one to which you need to assign subcontractors.

Note: The prime contractor must assign first-tier subcontractors before they can assign their own subcontractors. If the project(s) is not listed, contact WisDOT to determine the status (Refer to Appendix 3).

4. Click "Assign Subcontractors" from the Project menu at the top of the screen. These firms may be expected to enter weekly payrolls, unless they are suppliers or owner/operators who work for a carrier firm.

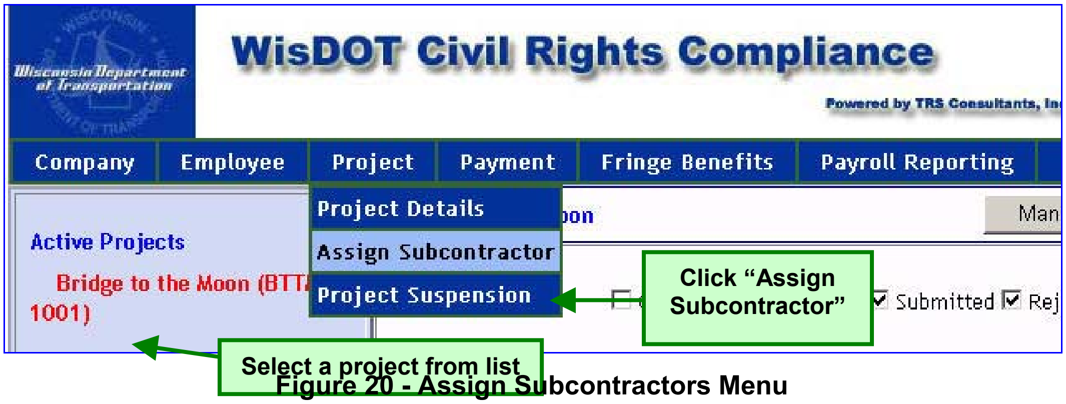

Figure 20 - Assign Subcontractors Menu

3. A new screen will appear showing a list of available subcontractors and a list of assigned contractors and enter the contract value into the box (Figure 21). Click the box next to all of the contractor's names that you want to assign and click ">>" button. After clicking ">>" button, the contractors will be listed in the Assigned Subcontractor(s) column.

   Note: The contract value is mandatory for 1st tier and DBE subcontractors. The contract value listed for DBE subcontractors must be equal to the amount indicated on the "Commitments to Subcontract to DBE" form submitted with your bid.

   For lower tiers, it is also helpful to report this information so the Commitments versus Actual Payments report will be accurate. You may request a copy from WisDOT support (see chapter 5) if it is not in the software for you yet. If you are unsure what the exact value is for trucking or supplies, please provide an estimated value in whole dollars.

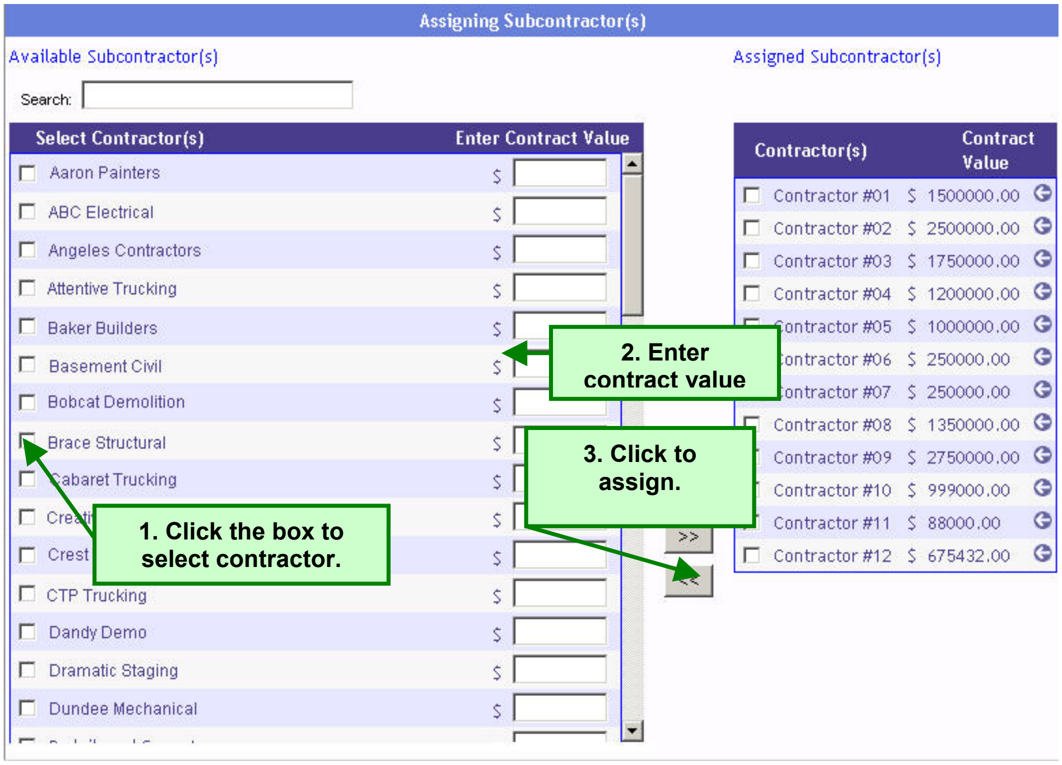

Figure 21 - Assign Subcontractors Screen

In the Search box, you may type a few characters of the firm's name to avoid having to scroll as much.

> ***Note: If the contractor makes a mistake assigning a subcontractor or makes a substitution, subcontractors can be unassigned by checking the box next to the subcontractor's name and clicking the "<<" button.***
>
> ***You will not see a contractor's name if they have not registered in the system. Please contact them and have them register.***

4. The system will then send an e-mail that looks something like this.

From: <wisdot-notify@trsconsultants.com>
To: <abc@msn.com>
CC: <[Regional Equal Rights Officer] @dot.state.wi.us>
Subject: SubContractor Assigned Notice for Date: Wed, 13 Jul 2005 10:34:42

SubContractor Assigned Notification

Company: prime or hiring firm   Has Assigned [your firm] as a SubContractor

Project: Main Street, Richland Center

Thank you,
Labor Compliance Program
WisDOT

Chapter 8 -OCIP

(Admin and Payroll Users)

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8.1 Introduction

WisDOT has elected to use an Owner Controlled Insurance Program (OCIP) on some of their construction projects. After your firm has been assigned to an OCIP project and have completed the required OCIP enrollment forms, the OCIP program administrator, AON, will assign a begin-work date. Once the enrollment is complete, contractors will see an OCIP menu added to the application's menu bar. If contractors have any questions about the status of their enrollment, they may contact WisDOT (Refer to Appendix 2).

Starting with the enrollment date, contractors are required to submit monthly On-Site Payroll Reports through the application to the OCIP administrator. This payroll report must include both prevailing wage and non-prevailing wage employees grouped by workers compensation code. Because the application is already collecting the applicable information for prevailing wage employees through contractors certified payroll reports, contractors and consultants will only need to submit data on their non-prevailing wage employees once per month in order to complete the report.

> ***Note: Contractors must submit monthly OCIP payroll reports even if they have not performed any work during that period (as indicated by submitting Non-Performance Reports or recording a Suspension).***

WisDOT has determined it will only use the OCIP for two megaprojects: the Marquette Interchange and Southeast Freeway (I-94 from Milwaukee to the IL state line) projects. Truck drivers who do not get out of their truck on site and firms dealing with asbestos are exempt from filing these reports.

Each time a contractor is awarded another contract, it may mean another enrollment form and set of OCIP reports are required. This is true if you work for two or more contractors on one project or if you work on more than one leg of the Marquette Interchange. For more details on the program, please review Aon's OCIP Enrollment Packet.

If you have been given a sample Form 4 report for a project, you should not fax it to Cheri Harris at Aon. Form 4's must be entered in this software. Aon will receive a monthly file summarizing the entire project's activity.

This chapter concludes with a WisDOT chart attempting to explain which enrollment/registration does what.

8.2 Adding Non-prevailing Wage Employees

Once logged into the application, you may begin adding employees who will be working on WisDOT project(s). As employment conditions change, contractors may add additional employees at any time during the course of the project(s).

To add an employee:

1. From the Employee menu, select the "Add Employee" option (**Error! Reference source not found.**). The next screen will be the "Add Employee" screen.

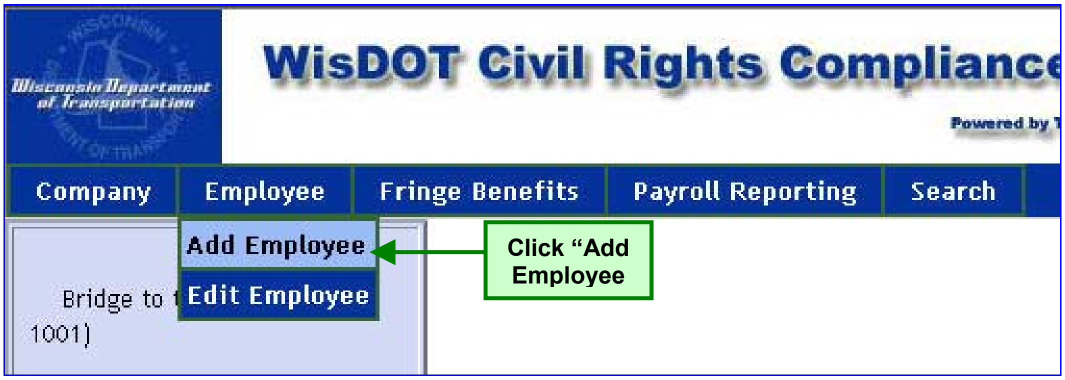


Figure 22 - Add Employee Menu

2. Add all the employee information (**Error! Reference source not found.**).
    - Suffix is available for employees who are Jr., Sr., III, etc.
    - Hire dates are needed for three types of employees: a) those you've hired as a result of this project, b) apprentices, and c) participants of the Transportation Alliance for New Solutions (TrANS) Graduates. While a date is required for all employees, you may use any date of your choosing for the remaining employees, such as the date your firm began business.

    Note: The mandatory fields must be complete prior to submitting employee data. These fields are shaded yellow.

3. Leave the job groups and job classes blank for this employee.
4. In the employee address fields, you should supply the zip code prior to the city or state information. The application stores all zip codes for the state of Wisconsin. If the zip code is identified, then the city and state information will be provided automatically.

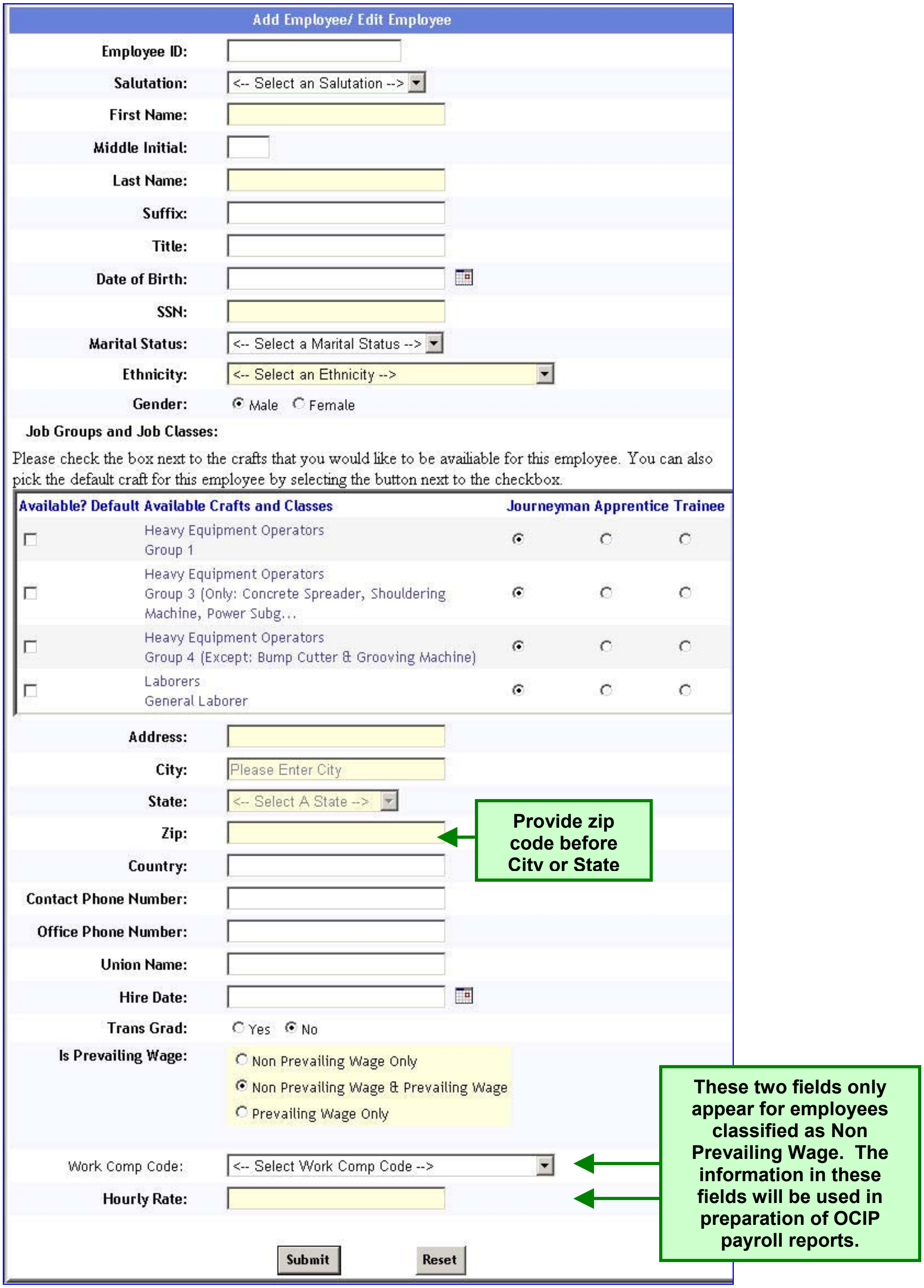
    Note: If the employee lives out of state, type the zip code before the street address.

5. Indicate the employee is a nonprevailing wage (not subject to Davis-Bacon wage rates). Select the worker's compensation code from the dropdown list and identify the employee's basic hourly rate, without overhead or fringes.

    The employees you are adding here should be supervisors or clerical assistants working within the 10-mile footprint of the job site. If your company office is within this same area, only include those working specifically on the project.

    If the worker's comp code you are looking for does not appear, please contact WisDOT. See Appendix 2.

6. After completing the employee information, click “Submit.” If everything was entered properly the computer will indicate, “Employee has been successfully added!”



Add Employee/ Edit Employee

Employee ID:
Salutation: <-- Select an Salutation -->
First Name:
Middle Initial:
Last Name:
Suffix:
Title:
Date of Birth:
SSN:
Marital Status: <-- Select a Marital Status -->
Ethnicity: <-- Select an Ethnicity -->
Gender: Male Female

Job Groups and Job Classes:

Please check the box next to the crafts that you would like to be availiable for this employee. You can also pick the default craft for this employee by selecting the button next to the checkbox.

Available?	Default	Available Crafts and Classes	Journeyman	Apprentice	Trainee
		Heavy Equipment Operators Group 1			
		Heavy Equipment Operators Group 3 (Only: Concrete Spreader, Shouldering Machine, Power Subg...			
		Heavy Equipment Operators Group 4 (Except: Bump Cutter & Grooving Machine)			
		Laborers General Laborer			

Address:
City: Please Enter City
State: <-- Select A State -->
Zip:
Country:
Contact Phone Number:
Office Phone Number:
Union Name:
Hire Date:
Trans Grad: Yes No
Is Prevailing Wage: Non Prevailing Wage Only / Non Prevailing Wage & Prevailing Wage / Prevailing Wage Only
Work Comp Code: <-- Select Work Comp Code -->
Hourly Rate:

Submit Reset

Provide zip code before City or State

These two fields only appear for employees classified as Non Prevailing Wage. The information in these fields will be used in preparation of OCIP payroll reports.

Figure 23 - Add Employee Screen

Repeat these steps for each employee who needs to be added to the system.

Note: Employees may be added at any time during the project by repeating this process.

If these employees' hourly rates should change mid-month, do not record the change until the end of that month. Unlike prevailing wage employees, OCIP employees' wages don't expire on a certain date.

8.3 Submitting OCIP Reports

Contractors and consultants performing work on projects with Owner Controlled Insurance Programs (OCIP) are required to submit a monthly On-Site Payroll Report from the time that they are enrolled in the project until they have completed all work on the project. Reports are due on the 10th of each month. You will see a message from the system notifying you of this.

1. From the project list in the column on the left side of the screen, click on the project name for which a OCIP payroll report needs to be prepared. The name will turn red and project information will appear on the screen to the right of the project list.
2. From the OCIP menu select "OCIP Reports" (Figure 24).

Note: The OCIP menu will only appear after the contractor has submitted their paperwork to the OCIP administrator and the administrator has enrolled them in OCIP.

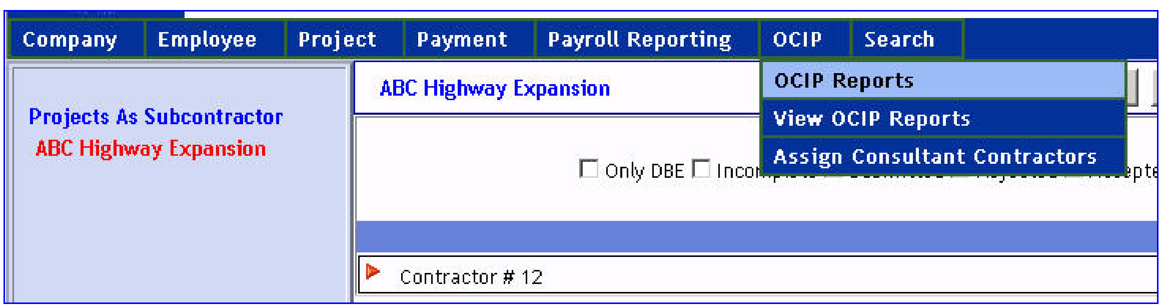


Figure 24 - OCIP Menu

3. Select the month for which you wish to submit or resubmit an OCIP Report (Figure 25). Resubmit means you wish to change the report previously submitted.

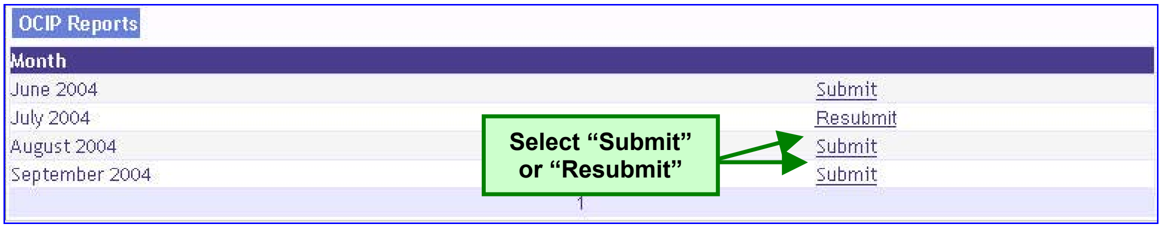


Figure 25 - OCIP Month Select ion Screen

Contractors, continue to step 4, Consultants, skip to step 5.

> ***Note: Submit is the message you see before a report has been completed. Afterward, it will say ReSubmit. This is not an indication of an error with the report.***

4. Contractors with non-prevailing wage employees only – Identify if you want to add any non-prevailing wage employees to the OCIP payroll report by selecting "Yes" or "No" from the pop-up box (Figure 26).

> ***If contractors do not have any non-prevailing wage employees assigned to the project the application will skip to step 7. If there were non-prevailing wage employees on-site, user needs to add a new employee or edit an existing employee and classify them as "Non Prevailing Wage Only" or "Non Prevailing Wage & Prevailing Wage" at the bottom of the "Add Employee" screen.***

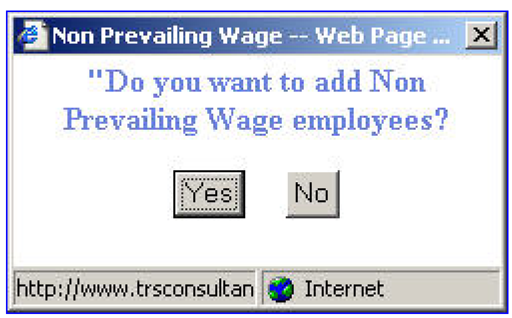


Figure 26 - Non Prevailing Wage Dialog Box

If you click "No," skip to step 7. If you select "Yes," continue with step 5.

5. A list of non-prevailing wage (and prevailing wage and non-prevailing wage employees) assigned to the project will appear. Check the box next to the employee's names that worked on-site on the project for the reporting period.

6. Indicate the number of hours each selected employee worked each week during the reporting period and click submit.

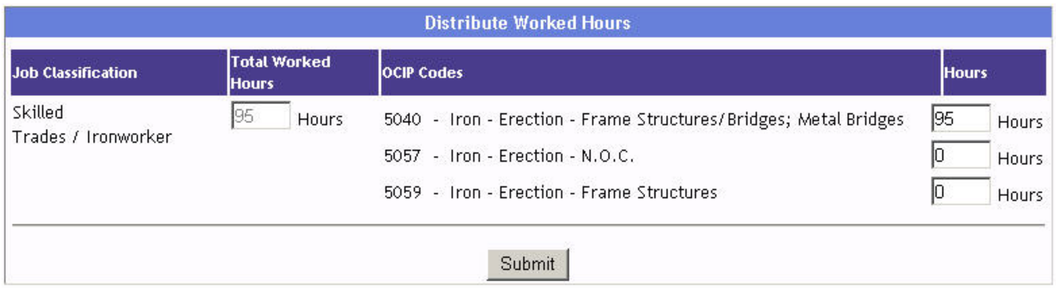
> ***The weekending dates correspond with the weekending dates on Contractor's Certified Payroll Reports. Weekending dates for Consultants are based on the first Saturday of the reporting month.***

Consultants					
Employee	Weekending: 3/5/2004	3/12/2004	3/19/2004	3/26/2004	Total Hours
☑ Jane Doe,	40	25	0	7	72

Submit

Figure 27 - Non-Prevailing Wage Employee Hours

7. Some of the job crafts have been associated with multiple worker's compensation codes. If some of your employees fall into these crafts, you will additionally see Figure 28.



Distribute Worked Hours

Job Classification	Total Worked Hours	OCIP Codes	Hours
Skilled Trades / Ironworker	95 Hours	5040 - Iron - Erection - Frame Structures/Bridges; Metal Bridges	95 Hours
		5057 - Iron - Erection - N.O.C.	0 Hours
		5059 - Iron - Erection - Frame Structures	0 Hours

Submit

Figure 28 - Review Worker's Comp Codes

The hours for your employees may be shifted from one worker's compensation code to another or be split between the two. The hours must equal the total worked hours or you will not be able to make the change. Click on "Submit" to proceed to the Form 4.

8. The application will take all of the information from the certified payroll reports (Contractors only) and the information added for non-prevailing wage employees and populates the OCIP On-Site Payroll Report Form. Review the information in this form and if everything appears correct, click sign.

Form-4 | **On-Site Payroll Report** — Numbers reference attached instructions | **ABC Highway Expansion** — Page 1

Complete a Separate Form for Each Subcontract.
Your report is due to the Aon OCIP Administrator, identified below, no later than the 10th day of each month.
Complete this report even though no work was performed; enter zero (0) for the Reportable Payroll
Delay in providing this report may result in payments being withheld.

A. Report Id

Period Beginning 3/1/2004 **Period Ending** 3/31/2004
Subcontractor Contractor # 12
Under Contract with: Prime Contractor Corporation

B. Activity Report

a State	b Workers' Compensation Class Code	c Work Description	d man-hours	e Gross Payroll	f Reportable Payroll*
WI	5213	5213 - Concrete Construction NOC	348.00	5332.00	3480.00
WI	5606	5606 - Contractor - Executive Supervisor Or Construction Superintendent 1	72.00	2772.00	2772.00
		TOTALS:	420	8104	6252

*Do not include premium (excess) overtime wages, use straight time wage rates only.

C. Signature Block:
I **verify** the information presented above and attachments are correct:

Name: John Contractor 12 (please print) **Date:** 10/4/2004
Title: PRES **Signature**

Sign

Submit

CHECK IF THIS IS YOUR LAST PAYROLL REPORT. COMPLETE AN ANON FORM-5 "NOTICE OF WORK COMPLETION" AND INCLUDE WITH THIS PAYROLL REPORT.

Figure 29 - OCIP On-Site Payroll Report

Note: Reportable Payroll is unburdened payroll for this project only. That is, it does not include fringe benefits and all hours (standard, overtime and double time) are reported at the standard hourly rate of pay.

9. Enter your signature password in the pop-up screen and click “Sign” (Figure 30). Your signature will now appear on the On-Site Payroll Report.

10. After signing the report, click “Submit” to submit the report.

All passwords are case sensitive.

You must be a payroll user with signature privileges in order to sign the report. Refer to Section 3.3, Edit User Information, to add a signature.

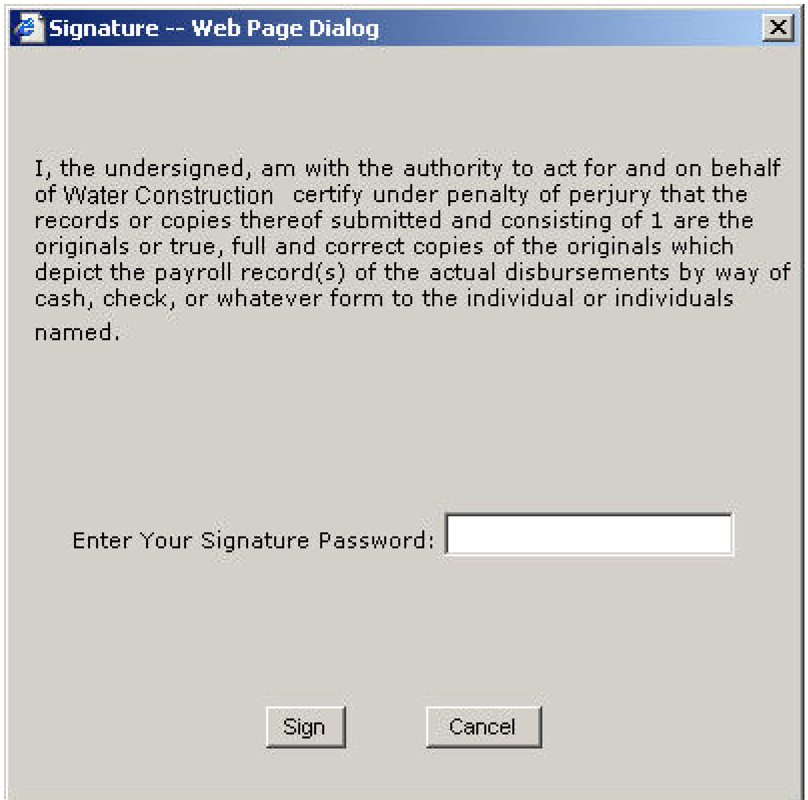


Figure 30 - Signature Window

8.4 Review OCIP Reports

Contractors may review all previously submitted OCIP reports for each project and for each of theirsubcontractors. To review these reports:

1. From the project list in the column on the left side of the screen, select the project for which OCIP reports need to be reviewed. Click on the project name to select the project. The name will turn red and project information will appear on the screen to the right of the project list.
2. From the OCIP menu select “View OCIP Reports” (Figure 31).

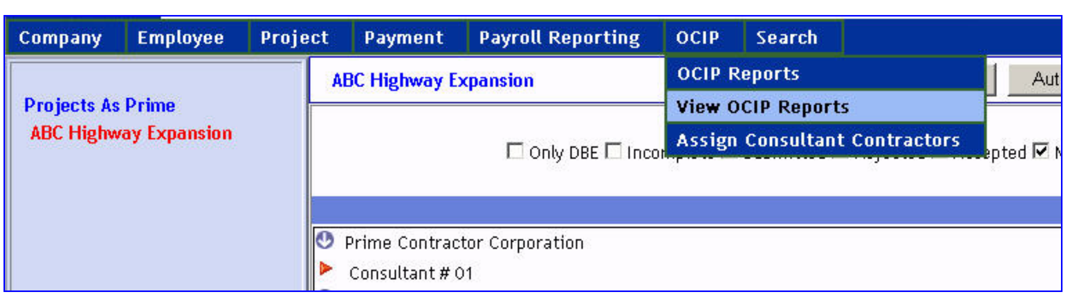


Figure 31 - View OCIP Reports Menu

3. A list of all contractors and/or consultants tiered below you will appear (Figure 32).

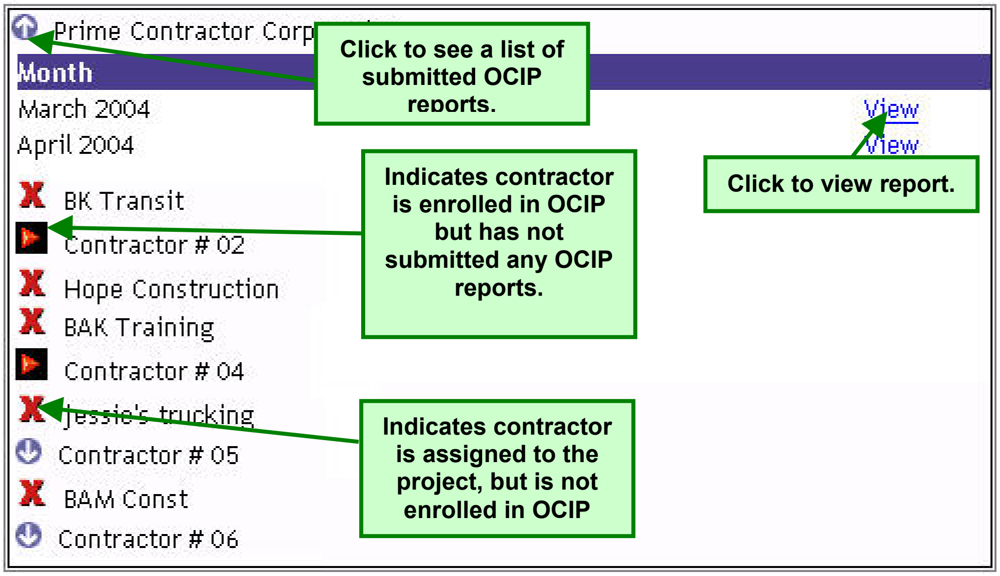


Figure 32 - View OCIP Report Screen

4. Click the blue arrow next to the name of the contractor whose OCIP reports you want to view.
5. Click view for the month and year of the report you want to view. This will open the submitted OCIP Report.
6. Click the browser's Back button to return to the list for the month.

Note: If you compare an OCIP report to a Utilization Report, you may not see the same numbers. Utilization reports run from the first to the last day of the month. OCIP reports break on the final week-ending payroll date, often missing the last several days of the month.

8.5 Demystifying the OCIP

The following figure attempt to explain more about the Aon-administered program. Figure 33 identifies who can be on site and what is required of them before this happens.

5/31/2005			How the OCIP Program Affects You				
Employee Category	Enrolled in OCIP	Drug Testing	Full OCIP Orientation	Corporate Training	Mini Orientation	Does the OCIP Safety Program Apply	Escorted
CONTRACTORS	Yes	Yes	Yes	Yes	No	Yes	No
Sub-Contractors	Yes	Yes	Yes	Yes	No	Yes	No
Consultants	Yes	Yes	Yes	Yes	No	Yes	No
Visitors	No	No	No	Yes	Yes	Yes	Yes
Guests	No	No	No	Yes	Yes	Yes	Yes
Marquette Interchange Team	No	Yes	Yes	Yes	No	Yes	No
State Employees with on-site business more than 3 times per year.	No	Yes	Yes	Yes	No	Yes	No
State Employees with on site business less than 3 times per year.	No	No	No	Yes	Yes	Yes	Yes
Local Government, Utilities, Delivery Personnel	No	No	No	Yes	Yes	Yes	No
County Highway Department and City Employees performing physical labor within the footprint.	No	No	Yes	Yes	No	Yes	No
Vendors providing Maintenance to vendors under a purchase order and not a contract.	Yes	Yes	Yes	Yes	No	Yes	No
Vendors Providing services to contractors under a written agreement or contract	Yes	Yes	Yes	Yes	No	Yes	No
Present/Past Tenants and their contractors moving out.	No	No	No	No	No	No	No

Figure 33 - OCIP Roles and Responsibilities

CHAPTER 4 REPORTS

In this Chapter

9.1 Annual Registration Renewal 39

4.1 Annual Registration Renewal

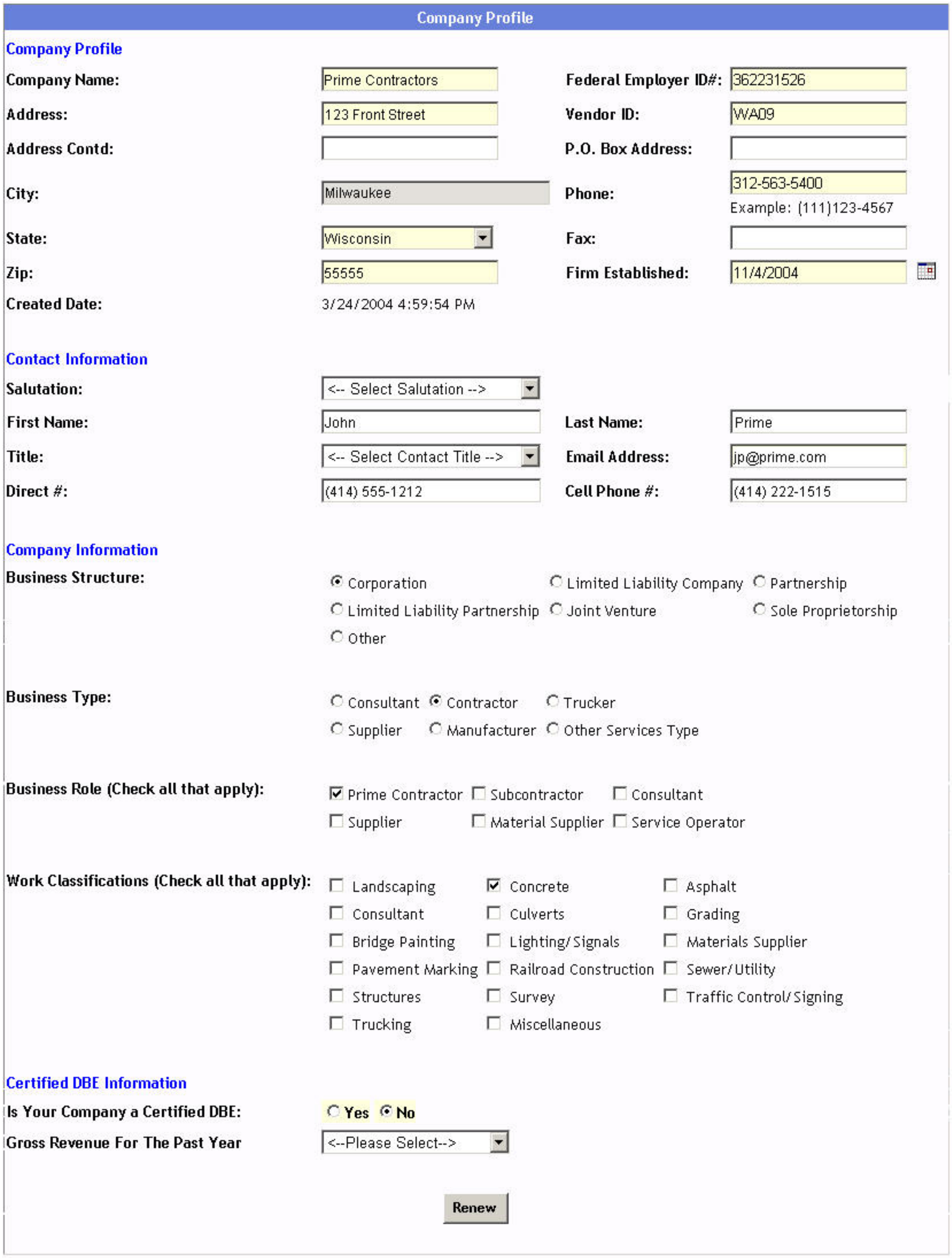
Each year, WisDOT is asked to prepare a list of ready, willing, and able participants to work on its projects for DBE goal-planning purposes. This bidder's list includes all prime contractors, subcontractors, and suppliers.

To ensure the accuracy of our list, contractors are required to renew their registration with the WisDOT Civil Rights Compliance application. Thirty days before your registration is set to expire, you will receive a reminder to renew upon logging in to the application. After those thirty days are up, you will be required to renew your registration before you will be allowed to use the application.

Your firm may choose not to work on WisDOT projects every year. The expiration date may pass for a few years, and then someone may later renew it.

To renew your registration:

1. Thirty days prior to your firm's registration expires, you will receive a notification upon login. The notification will ask if you want to register now



Company Profile

Company Profile

Company Name:	Prime Contractors	Federal Employer ID#:	362231526
Address:	123 Front Street	Vendor ID:	WA09
Address Contd:		P.O. Box Address:	
City:	Milwaukee	Phone:	312-563-5400 Example: (111)123-4567
State:	Wisconsin	Fax:	
Zip:	55555	Firm Established:	11/4/2004
Created Date:	3/24/2004 4:59:54 PM		

Contact Information

Salutation:	<-- Select Salutation -->		
First Name:	John	Last Name:	Prime
Title:	<-- Select Contact Title -->	Email Address:	jp@prime.com
Direct #:	(414) 555-1212	Cell Phone #:	(414) 222-1515

Company Information

Business Structure: ◉ Corporation ○ Limited Liability Company ○ Partnership ○ Limited Liability Partnership ○ Joint Venture ○ Sole Proprietorship ○ Other

Business Type: ○ Consultant ◉ Contractor ○ Trucker ○ Supplier ○ Manufacturer ○ Other Services Type

Business Role (Check all that apply): ☑ Prime Contractor ☐ Subcontractor ☐ Consultant ☐ Supplier ☐ Material Supplier ☐ Service Operator

Work Classifications (Check all that apply): ☐ Landscaping ☑ Concrete ☐ Asphalt ☐ Consultant ☐ Culverts ☐ Grading ☐ Bridge Painting ☐ Lighting/Signals ☐ Materials Supplier ☐ Pavement Marking ☐ Railroad Construction ☐ Sewer/Utility ☐ Structures ☐ Survey ☐ Traffic Control/Signing ☐ Trucking ☐ Miscellaneous

Certified DBE Information

Is Your Company a Certified DBE: ○ Yes ◉ No

Gross Revenue For The Past Year: <--Please Select-->

Renew

Figure 35).

What happens next depends on the number of days displayed and your answer to the question.

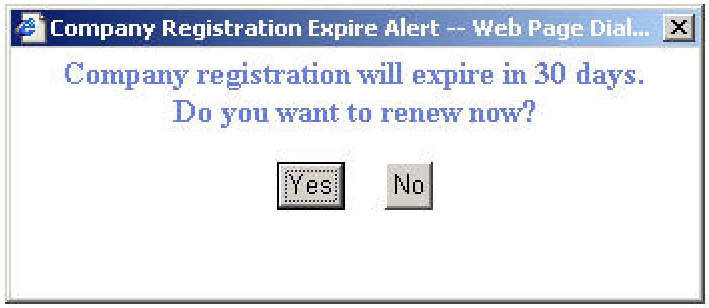
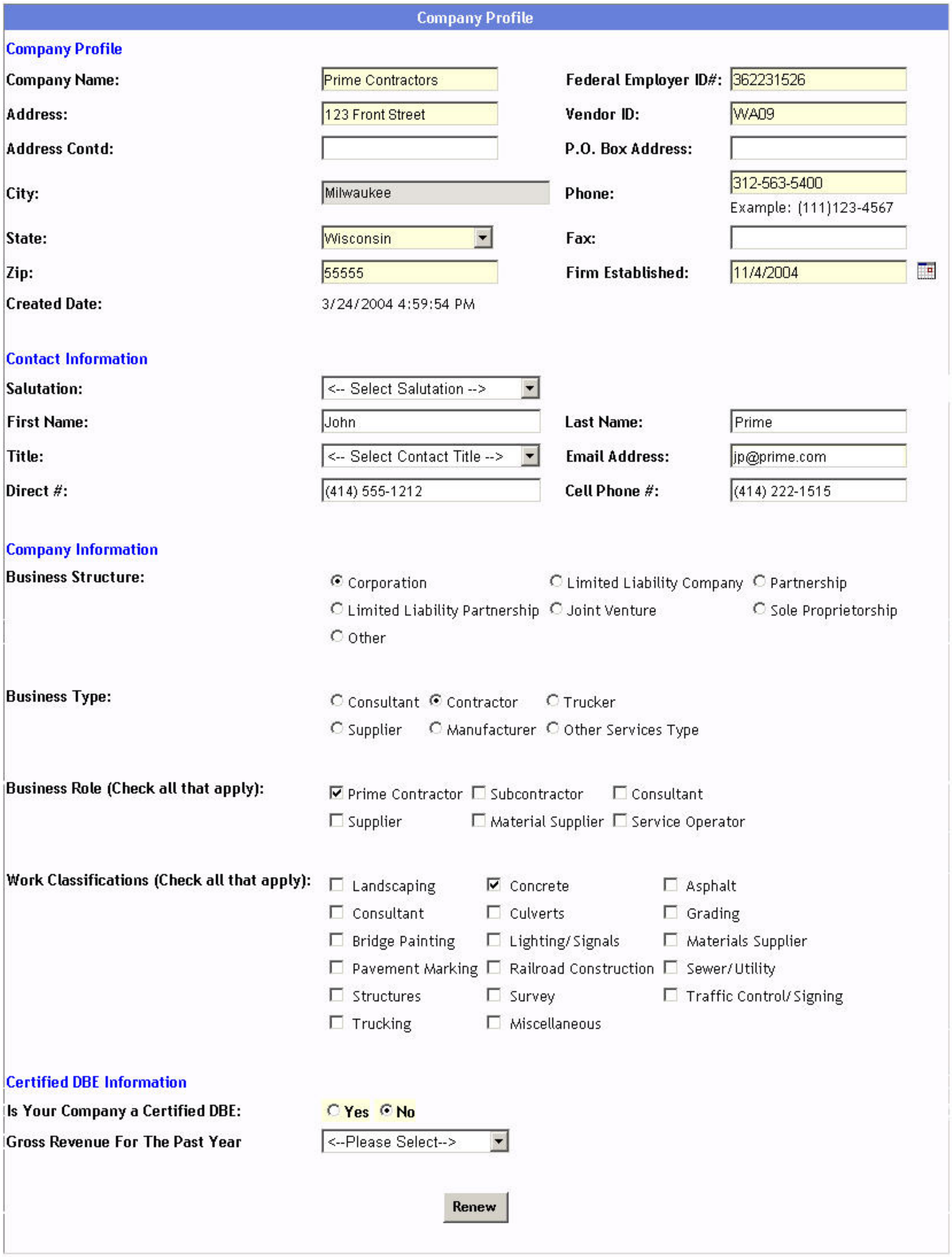


Figure 34 – Registration Expiration Alert

- If you select “No” and the 30 days have not expired, your browser will enter the software normally.
- If on the other hand the 30 days have expired, your browser will force you to update the Company Profile.
- If you select “Yes,” your web browser is directed to the Company Profile.

2. Click on “Yes” to continue.



Company Profile

Company Profile

Company Name:	Prime Contractors	Federal Employer ID#:	362231526
Address:	123 Front Street	Vendor ID:	WA09
Address Contd:		P.O. Box Address:	
City:	Milwaukee	Phone:	312-563-5400 Example: (111)123-4567
State:	Wisconsin	Fax:	
Zip:	55555	Firm Established:	11/4/2004
Created Date:	3/24/2004 4:59:54 PM		

Contact Information

Salutation:	<-- Select Salutation -->		
First Name:	John	Last Name:	Prime
Title:	<-- Select Contact Title -->	Email Address:	jp@prime.com
Direct #:	(414) 555-1212	Cell Phone #:	(414) 222-1515

Company Information

Business Structure: Corporation, Limited Liability Company, Partnership, Limited Liability Partnership, Joint Venture, Sole Proprietorship, Other

Business Type: Consultant, Contractor, Trucker, Supplier, Manufacturer, Other Services Type

Business Role (Check all that apply): Prime Contractor, Subcontractor, Consultant, Supplier, Material Supplier, Service Operator

Work Classifications (Check all that apply): Landscaping, Concrete, Asphalt, Consultant, Culverts, Grading, Bridge Painting, Lighting/Signals, Materials Supplier, Pavement Marking, Railroad Construction, Sewer/Utility, Structures, Survey, Traffic Control/Signing, Trucking, Miscellaneous

Certified DBE Information

Is Your Company a Certified DBE: Yes No

Gross Revenue For The Past Year <--Please Select-->

Renew

Figure 35 - Update Company Profile

3. Change any necessary information on the following screen.

   Note: Only DBE firms need to answer the question about gross revenues for the past year.

4. Click on "Renew."

Appendix 1 Tips for Creating an Electronic Signature Image

In order to create a user with signature privileges, contractors must create a digital image of the signature of the individual that will be signing the payroll reports electronically. Please follow these steps to create a signature image.

1. Have user sign a piece of paper.
2. Following your scanner's instructions, scan the signed paper and save the image in one of the following accepted signature formats: .jpg, .jpeg, .gif, or .bmp.

Note: Remember the name of the folder where the file was saved for easy retrieval when uploading into our system.

If contractor does not have access to a scanner, fax a copy of the user's signature to Suki Han at WisDOT (608.264.6667).

Be sure to include your contact information and email address.

The signature image will be e-mailed to the address provided. You will need to download the image from the e-mail onto your computer. Then follow the instructions for uploading the file into your user account in Chapter 3, under Edit User Information.

APPENDIX 2 CUSTOMER SUPPORT

Questions

Tess Mulrooney will be supporting you with any questions you may have getting started, entering payroll, or reporting payment information. You may contact her via phone (608.267.4489) or e-ail (tess.mulrooney@dot.state.wi.us).

If sending an email, please be sure to include the following information in addition to your question.

- Project Name
- Company Name
- Phone Number

Forgotten User Names or Passwords

If you forget your user name or password, please call Tess Mulrooney. She has an application that will generate and send an email with this information to the registered email address in the application.

> ***Note: If you have a spam blocker, make sure that you allow e-mails from no-reply@trsconsultants.com.***

Timing Out

For security purposes, the application will log you out after one hour of idle time. If you receive an error message after leaving the application unattended for a while, try logging out and logging back in to the application. If the error persists, refer to the following section for how to report errors.

Reporting Errors

If you encounter an error while using the system and in reviewing your steps believe that you have done everything correctly, please follow the steps below to send us the information we need to debug the application.

1. On the screen with the error, click on the View menu and select "Source" (Figure 36). This will open Notepad in a new window.

Figure 36 - View Source Menu

2. In the new window that opens, click on the File menu and select "Save As…" (Figure 37). Save the file to your computer.

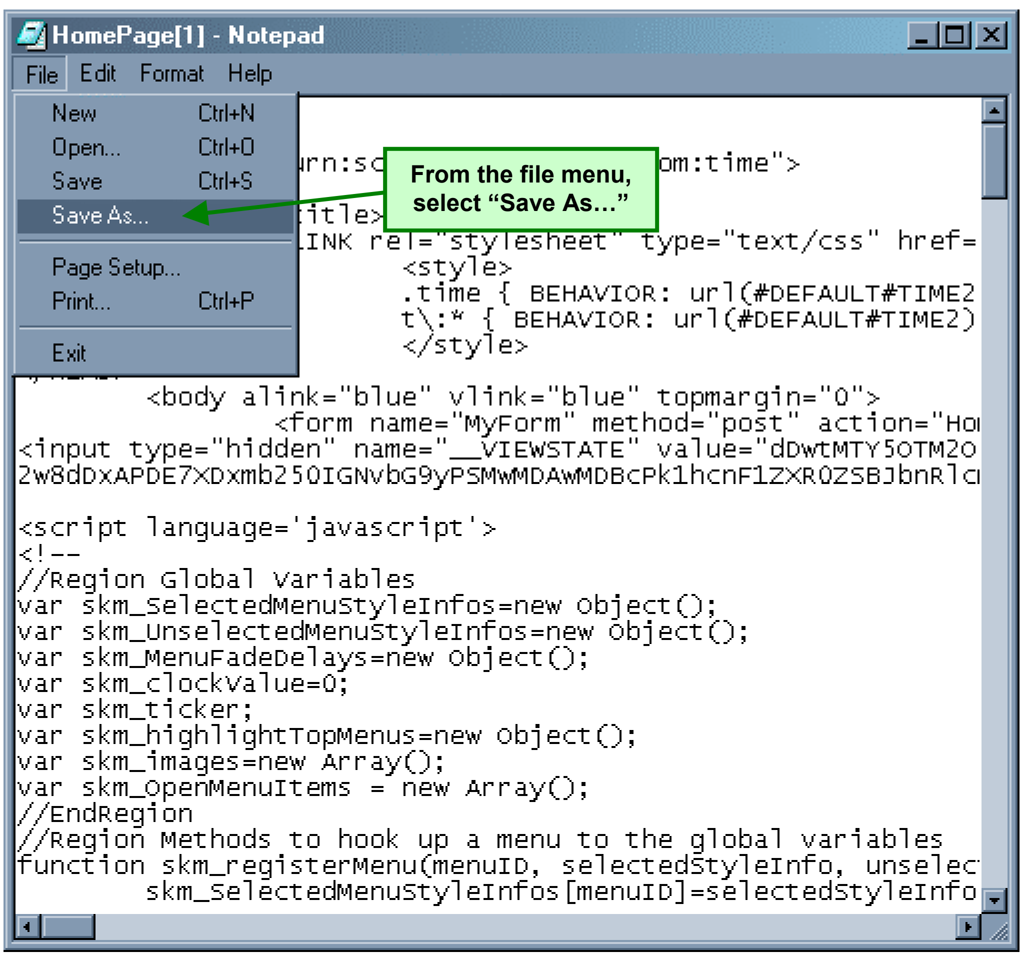


Figure 37 - Notepad Save As Screen

3. Attach the file to an email and send it to tess.mulrooney@dot.state.wi.us. Include the following information in the text of the email.
    - Project Name
    - Company Name
    - User ID
    - Phone Number
    - URL of the screen with the error. You can either type the full website address or you can just copy this from your browser by right-clicking on the website address and selecting copy (Figure 38). In the body of the email, right-click and select paste to paste the URL into the email.

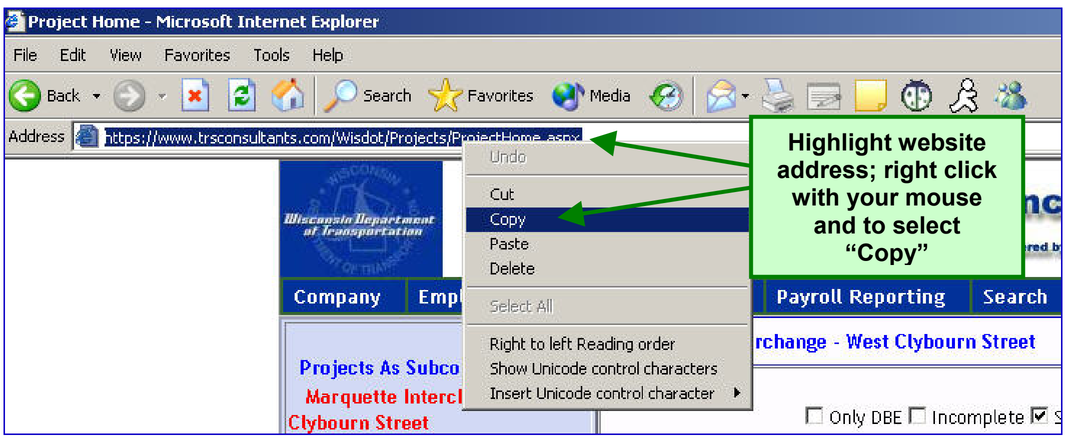


Figure 38 - Copy URL

4. You will receive an email or a call back if more information is needed or if the error is resolved. It may take several days to provide an answer.
5. If you prefer to read this over the phone to Tess, there's one key line of the page she needs to know about. The line that is of interest is the text above "Description." In this case, "Input string was not in a correct format." If she is unfamiliar with the error message, you will need to have completed the previous steps to ensure it can be debugged.

****

Server Error in '/WISDOT' Application.

Input string was not in a correct format.

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

Exception Details: System.FormatException: Input string was not in a correct format.

Source Error:

An unhandled exception was generated during the execution of the current web request. Information regarding the origin and location of the exception can be identified using the exception stack trace below.

Stack Trace:

****
Error messages are generally in red text or in a display box. Hopefully they will be self-explanatory.